

Considerations When Moving from the Monthly to the Bi-Weekly Payroll

What Will Change

- ✓ Paid bi-weekly
- ✓ Hourly rate instead of salary
- ✓ Paid for all hours worked in the pay periods worked
- ✓ Eligible for overtime if working over 40 hours in a workweek
- ✓ Vacation and sick accruals converted from days to hours
- ✓ Time off requested in hours not days
- ✓ Time off requested (vacation and sick) needs approval prior to payroll deadlines
- ✓ Health, dental, and life insurance contributions deducted over 24 pay periods instead of 12

What You Need to Do

- ✓ Review Time Tracking job aids in Workday Learning
- ✓ Ensure future-dated time off requests in days are canceled and resubmitted in hours
- ✓ Report hours weekly in Workday Time Tracking
- ✓ Review direct deposit information if paycheck is deposited into multiple accounts
- ✓ Become familiar with the [bi-weekly payroll dates](#)
- ✓ Review personal automatic bill payments to determine if changes need to be made

HOW WILL THIS CHANGE AFFECT MY PAY?

1. How will I be paid as a non-exempt staff member?

Non-exempt employees are paid an hourly rate for all hours worked, including work done outside of core business hours, on a bi-weekly pay cycle. All non-exempt staff who work in excess of 40 hours in a workweek are eligible for overtime pay. Non-exempt staff are responsible for entering hours worked each week into Workday Time Tracking. For further details on how non-exempt staff are paid, please refer to the [Exempt and Non-Exempt Employee Pay \(40.030\)](#) policy.

2. Since I am moving to the bi-weekly payroll, what will my last monthly paycheck include?

Your last monthly paycheck (payable on the last business of the month) will include your pay for the days worked during that month. Your monthly benefit and other deductions will be withheld and will not be prorated.

3. When will I receive my first bi-weekly paycheck and what will it include?

You will receive your bi-weekly paychecks the Friday after the pay period end date. Review the bi-weekly pay deadlines and pay dates [here](#) to determine when you will receive your first bi-weekly paycheck.

4. How will this change impact my current deductions?

Your deductions will change from monthly to bi-weekly beginning with your first bi-weekly paycheck. Health, dental, and life insurance contributions will be deducted over 24 pay periods. In the months where there are three pay periods, these deductions will not be taken from your third paycheck. All other deductions (e.g. retirement plan contributions, flexible spending amounts, garnishments, parking cost, loan payments, Faculty Club dues, BROWN GIVES donations) will be deducted over 26 pay periods.

5. How will my monthly donation to the BROWN GIVES campaign be impacted?

Since this deduction was set up based on an annual amount taken out of 12 paychecks, this amount will be adjusted for the bi-weekly pay frequency. For example, if you made a \$120 donation for the campaign year, your deduction will be changed from \$10 per month to \$4.61 per bi-weekly paycheck.

6. How does this impact my direct deposit?

If your direct deposit is set up so that percentages of your pay are deposited into multiple accounts, the same percentages will be applied to your new bi-weekly pay. If your direct deposit is set up so that flat dollar amounts are deposited into multiple accounts, you should review these amounts to determine if changes need to be made.

HOW WILL THIS CHANGE AFFECT MY BENEFITS?

7. How will this change from exempt to non-exempt impact my retirement?

If you were hired after March 1, 2001, your retirement benefits will not change when your position changes from exempt to non-exempt status. If you were hired before March 1, 2001, please contact the Benefits Office for more information.

8. How will the change from exempt to non-exempt impact my vacation and sick balances and accruals?

If you have fewer than two years of service, your vacation and sick accruals will change. If you have more than two years of service, your vacation and sick time benefit will not change. In either situation, your vacation and sick balances in Workday will be converted from days to hours by the Workday Absence Partner in your department. Going forward, your vacation and sick time will be accrued in hours each bi-weekly pay period.

9. I have a future dated time off request - what should I do?

Work with your manager to cancel the original request in Workday, and re-submit the request in Workday after the effective date of your move to the bi-weekly pay cycle.

TIME TRACKING

10. How do I record my time worked and when?

You will input and submit your time worked in Workday using the *Time* worklet on Your Home Landing Page. Non-exempt employees must enter time every Friday by 5 p.m. in order to be paid; Managers and/or Timekeepers need to approve time by Monday at 11 a.m. For further details on entering time in Workday, refer to the [Entering Time Worked](#), [Time Types](#), and [Enter Time Type Options](#) job aids in Workday Learning.

11. What happens if my vacation and sick requests have not been approved before the payroll deadline?

Vacation and sick time must be submitted and approved prior to the payroll deadline in order to be paid for this time.

RESOURCES TO ASSIST WITH THIS TRANSITION

12. Is there anything else I can do to plan for this change?

Receiving your paychecks on a different cycle may require you to change automatic payments and withdrawals.

13. Are there resources available to help with financial planning for this transition?

Staff who work at least 50% time have access to financial counseling and referrals through the [Faculty/Staff Assistance Program](#) on the UHR website.

14. Are there additional resources available to help me understand the impact on my benefits?

Yes, please contact the Benefits Office at Benefits_Office@Brown.edu or at 401-863-2141. For questions about other deductions, direct deposit, or tax withholding, please contact Payroll at Payroll_Specialist@brown.edu.